

Sullivan County NH

Type of Meeting: Board of Commissioners, Regular Business Meeting
Date/Time: Tuesday, June 19, 2007, 3 PM meeting
Place: Unity Complex – 1st Floor, Frank Smith Living Room

Attendees: Commissioner Ethel Jarvis - *Chair*, Bennie Nelson – *Vice Chair* and Jeffrey Barrette - *Clerk*; Ed Gil de Rubio – *County Manager*; Greg Chanis – *Facilities & Operations Director*; Scott Wojtkiewicz – *Sullivan County Health Care Administrator*; and Julie Woodman – *S.C.H.C. Business Office Manager*.

AGENDA ITEM NO. 1 MEETING MINUTES

AGENDA ITEM NO. 1.A. MAY 18 SPECIAL MEETING

3:02 A motion was made, by Commissioner Nelson, to approve the special meeting on May 18 as typed. Commissioner Barrette seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 1.B. MAY 18, 2007 TERMINATION HEARING – PUBLIC PORTION
The Board did not have a copy of the minutes, so decided to table to the next meeting.

AGENDA ITEM NO. 1.C. MAY 18, 2007 TERMINATION HEARING – EXECUTIVE SESSION
The Board did not have a copy of the minutes, so decided to table to the next meeting.

AGENDA ITEM NO. 1.D. MAY 30, 2007 SPECIAL MEETING

Commissioner Barrette noted that on page 2 the vote made at 2:05 should reflect Commissioner “Nelson”, no “Barrette”. Commissioner Jarvis also noted the vote at 2:35 should indicate she did not vote for the budget. Commissioner Nelson concurred he recalled it was a vote 2 to 1 for the budget.

3:05 A motion was made, by Commissioner Barrette to accept the May 30, 2007 special meeting minutes as amended. Commissioner Nelson seconded the motion. There was no further discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 1.E. MAY 30, 2007 EXECUTIVE SESSION - PERSONNEL
The County Manager recommended holding off. Commissioner Jarvis recommended keeping them permanently sealed.

3:07 A motion was made, by Commissioner Barrette, to accept the May 30, 2007 Executive Session meeting minutes, and keeping them sealed. Commissioner Nelson seconded the motion. There was no further discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 1.F. JUNE 5, 2007 PUBLIC MEETING

Commissioner Nelson noted he did not recall saying he would take answers to the Delegates to the meeting. The group decided not to change anything on the minutes as the issue was already dealt with.

3:09 A motion was made, by Commissioner Nelson, to accept the June 5, 2007 public meeting minutes. Commissioner Barrette seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 1.G. JUNE 5, 2007 EXECUTIVE SESSION 5:03 P.M.

The group agreed to keep the minutes sealed.

3:11 Commissioner Nelson made a motion to accept and seal the June 5, 2007 Executive Session meeting minutes. Commissioner Barrette seconded the motion. There was no further discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 1.H. JUNE 5, 2007 EXECUTIVE SESSION 5:14 P.M.

The group agreed to keep the minutes permanently sealed.

3:12 Commissioner Barrette made a motion to accept and permanently seal the June 5, 2007 Executive Session [5:14]. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 1.I. JUNE 11, 2007 WORK SESSION FOR PUBLIC HEARING MEETING MINUTES

3:12 Commissioner Barrette made a motion to accept the June 11, 2007 meeting minutes. Commissioner Nelson seconded the motion. There was no further discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 1.J. JUNE 11, 2007 EXECUTIVE SESSION

County Manager recommends permanently sealing. Commissioners decided to keep sealed until the end of the calendar year.

3:13 Commissioner Barrette made a motion to accept the June 11, 2007 Executive Session meeting minutes and to keep them sealed to the end of the calendar year. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken the motion carried, unanimously.

AGENDA ITEM NO. 2 FACILITIES & OPERATIONS REPORT

AGENDA ITEM NO. 2.A. ELECTRICAL BIDS

AGENDA ITEM NO. 2.B. BOILER BIDS

Mr. Chanis noted effective today, the liability to the Town of Newport for oil consumption was calculated at 7,411 gallons used. Mr. Chanis noted he feels this could be cut in ½ with the new system. The group discussed the amounts.

3:20 A motion was made, by Commissioner Nelson, to do both the electrical and boiler [projects] as [previously] recommended [by the Facilities Director]. Commissioner Barrette seconded the motion. Discussion – on both projects the engineering costs have incurred. A voice vote was taken. The motion carried, unanimously.

NON AGENDA ITEM – CAPITAL BUDGET REMAINING BUDGET

Mr. Chanis spoke regarding the committee's recommendations on focusing renovations to the ground floor. Chanis noted designs were done – he passed out copies. The majority of the renovation work focuses on the entrance and hallway, and include hallway lights. The cost does not include rebate from PSNH, which would be approximately \$3,200. Furniture, carpeting, misc. construction supplies, design work, and to look at entire signage throughout the facility. This work was identified in 2007, and using surplus in other projects in FY07 capital. The group toured the area he would like to renovate, and requested more details to be presented to them at Monday's meeting.

AGENDA ITEM NO. 3. SULLIVAN COUNTY HEALTH CARE REPORT

AGENDA ITEM NO. 3.A CENSUS

Mr. Wojtkiewicz disbursed copies of the nursing home census data that included:

- ☐ Sullivan County Nursing Home May 2007 Billing,
- ☐ May Census Summary / April and May 2007 Admits and Discharges, and
- ☐ Census as of June 19th with the total filled beds of 142: 115 Medicaid, 20 Private, 7 Medicare. They have 14 vacant beds.

Mr. Wojtkiewicz spoke regarding protocol in placing people in the MacConnell Unit. He also spoke regarding a bracelet alarm-tracking system for residents that the facility should consider.

AGENDA ITEM NO. 3.B. STAFFING

Mr. Wojtkiewicz noted they have a need for:

- ☐ four RN's – 2 on 7-3 shift and 2 on the 3-11 shift
- ☐ 3 LNA's – 1 on the 3-11 shift and 2 on the 11-7 shift

They attended a job fair the other day and received no referrals.

They had a class graduate about three weeks ago. Mr. Wojtkiewicz noted they are unable to have Patti Henderson doing more classes at this time.

NON AGENDA ITEM – WRITE OFFS/AGING REPORT

Mr. Wojtkiewicz would like to get a clean aging report and to do that they will need to do a list of the write offs needed. The write off report will include accounts as far back as July 2004, will reflect the attempts to collect and any details as to why it's uncollected. He noted there were some write offs going from old to new system, but none of these he's now speaking of were considered in the new system.

SIDE NOTE – SHORT TERM BORROWING

Commissioner Barrette noted they needed to discontinue short-term borrowing and to clean up finances in fell swoop next year.

Scott Wojtkiewicz left the meeting.

AGENDA ITEM NO. 4. COUNTY MANAGER'S REPORT

A motion was made by Commissioner Nelson to go in to Executive Session (No. 1) for a personnel issue [Per RSA 91-A:3.II.c.]. Commissioner Barrette seconded the motion. There was no discussion. A roll call vote was taken. The motion carried, unanimously.

~~A motion was made to come out of Executive Session, per Commissioner Barrette. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.~~

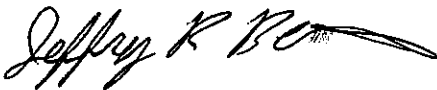
A motion was made to go back in to Executive Session (No. 2), per Commissioner Nelson. Commissioner Barrette seconded the motion. There was no discussion. A roll call vote was taken. The motion carried, unanimously.

Commissioner Barrette made a motion to come out of executive session. Commissioner Nelson seconded the motion. There was not discussion. A voice vote was taken. The motion carried, unanimously.

Commissioner Barrette made a motion to authorize the County Manager to do a letter. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

A motion was made and seconded; and carried unanimously, to adjourn the meeting.

Respectfully submitted,



*Jeffrey Barrette, Clerk
Board of Commissioners*

BJ/s.j-c.

Date signed: 7/24/07